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S-E-C-R-E-T

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(1M-1)

This Notice Expires 29 October 1956

NOTICE NO.  
 LN 50-190-10

LN 50-190-10  
 OPERATIONS  
 21 June 1956

SUBJECT: Saturday Staff Duty Officers

1. The following is the Office of Logistics Saturday Staff Duty Roster for the dates indicated:

Staff Duty Officer

Clerical Assistant

Date



7 July 1956
14 July 1956
21 July 1956
28 July 1956
4 August 1956
11 August 1956
18 August 1956
25 August 1956
1 September 1956
8 September 1956
15 September 1956
22 September 1956
29 September 1956
6 October 1956
13 October 1956
20 October 1956
27 October 1956

2. Staff duty will be performed in Room 1C-50, Quarters Eye, from 0900 to 1300 hours, unless otherwise required. It is not required that the Divisions or Staffs maintain Saturday Duty Officers. This does not, however, relieve the Divisions or Staffs of the responsibility to carry on business in event of emergency or operational necessity.

3. Staff Duty Officers will be responsible for the receipt of incoming calls, effecting immediate emergency action when necessary, and complying with such special instructions as may be assigned. Clerical assistance will be provided by the personnel assigned above. Each Staff Officer, before leaving the Office of the Director on Saturday, will call the Office of the Deputy Director (Support) - Ext. 717 - and inquire if there will be any necessity to remain longer. If there is no answer, it can be assumed that the DD/S's office is closed, and there will be no need to remain longer.

4. Each Staff Duty Officer will familiarize himself with CIA Regulation [REDACTED] CIA Watch - Critical Information.

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5. Any officer or clerical assistant who cannot serve his appointed tour shall advise the Office of the Chief, Administrative Staff, not less than two days in advance of the duty period. Where relief from this duty is purely for the convenience of the individual concerned, he or she may arrange for exchange of duty with any other person of similar category listed above. The Office of the Chief, Administrative Staff will be advised of this exchange not less than one day in advance of the duty period.

6. Any important happening that in the judgement of the Staff Duty Officer should be included in the Director's Daily Log - LI 5-500-1, dated 1 April 1954 - should be made known to the Assistant Director of Logistics on the following Monday.

7. The Duty Officer's Guide Book should be picked up in Room 1C-47, Quarters Eye, by the Duty Officer the day before his tour of duty.

FOR THE DIRECTOR OF LOGISTICS:

[REDACTED] 25X1A9a

Chief, Administrative Staff, OL

cc: Each individual listed above

25X1A9a OL/AS: [REDACTED]

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